

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NEGE05687525D

Opening Date: October 21, 2005

Closing Date: November 4, 2005

Position: Secretary (OA), GS-0318-4/5; FPL: GS-05

Salary: \$25,581 - \$37,211 Annual

Place of Work: U.S. Army Engineer District, Baltimore, Construction Division,
Harrisburg Area Office, Fort Detrick Resident Office

Duty Station: Fort Detrick, MD

Position Status: This is a permanent position. -- Full Time

Number of Vacancies: 1

Duties: You will serve as secretary to the Chief, performing a variety of administrative, clerical, typing, and office automation work. Receives telephone calls and visitors. Tactfully ascertains the nature of requests, answers non-technical inquiries based on a knowledge of organization, functions and policies, or refers inquirers to other members of the office. Maintains a record of incoming calls and messages. Maintains supervisors calendar. Makes and schedules appointments, keeps a record of appointments and reminds supervisor. Makes necessary arrangements for conferences. You will prepare routine correspondence and completes reports relating to administrative matters of the office. These include preparing and maintaining time, attendance, and leave records; filing; preparing travel and transportation requests, inventorying, and ordering office supplies and equipment; arranging for repair of office machines and equipment; keeping vehicle records and arranging for vehicle maintenance.

About the Position: This position is with the Baltimore District, U.S. Army Corps of Engineers, Fort Detrick Resident Office, Fort Detrick, Maryland. Fort Detrick is located in Frederick, Maryland approximately 50 miles from metropolitan Baltimore/Washington area. The position is under the supervision of the Fort Detrick Resident Engineer and is the lead administrative assistant for the entire Resident Office. The primary office function is to provide construction management oversight to a variety of construction projects at Fort Detrick and the surrounding area.

Who May Apply:

- This is a Delegated Examining Announcement open to all US Citizens.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications:

APPLICANTS MUST SELF CERTIFY TYPING PROFICIENCY (WORDS PER MINUTE) IN THEIR RESUMES. Qualified candidates must show in their resume that they meet minimum qualifications described below and have training or experience in the following areas: (1) Knowledge of the office filing system and various references and handbooks commonly used by the staff in order to classify, search for, and dispose of materials. (2) Knowledge of procedures required to requisition office supplies, and maintenance and other services. This requires knowledge of the procedures applicable to the control, authorization, securing, and justification of such services. (3) Knowledge of procedures required to maintain leave records of office staff and to prepare forms required for various personnel actions. (4) Knowledge of grammar, spelling, punctuation, and required formats. Skill in using office automation software and equipment (i.e., word processors, printer, electronic mail, etc.). IN ADDITION: Applicants must show the ability to type 40 words per minute typing speed. The number of words per minute must be stated in the context of your resume. Failure to provide this information may result in you not being considered for this position.

KSAs are not used. Applicants will be rated against Resumix Job Search Criteria which is chosen by the selecting official.

Typing - Any Grade: Qualified typist is required (40wpm).

GS-04: One year of general experience equivalent to the next lower grade, or 2 years of higher education above High School, or a combination of experience and education.

GS-05: One year of experience directly related to the occupation and equivalent to the next lower grade level, or 4 years of higher education above high school, or a combination of experience and education.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Other Information:

- Management may select at any of the grade levels announced.
- The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf
- Noncompetitive promotion potential to target grade.
- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- Permanent Change of Station (PCS) expenses are not authorized.

Other Advantages: Work site is at the Fort Detrick Resident Office, a small intimate office setting. Fort Detrick is a military installation with free parking available at the Resident Office. Other services available in the Frederick area include large number of restaurants, child care facilities, financial institution, travel accommodations, housing and other business establishments just off-post. No mass transit is available to Fort Detrick.

Other Requirements:

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- You may claim Military Spouse Preference.
- Applicants claiming veteran's preference must clearly show an entitlement to such preference on the resume/supplemental data submitted.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- One year trial/probationary period may be required.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

HOW TO APPLY:

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must

be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

RESUME:

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Resume Processing Center using other means by scrolling to the end of this page and clicking on the Job Application Kit link for instructions. Please follow the instructions in our Job Application Kit to create your resume and assure that all of the required information is provided. The Job Application Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit>

NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting your resume. However, you may be asked to submit the documentation if you are selected. Resumes must be received by the closing date of this announcement.

SELF NOMINATION:

You may self-nominate at any time during an open period of a vacancy announcement. If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhp.army.mil/ner/index.html>, key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self nominate.

If you wish to submit your self-nomination another way, go to The Army Job Application Kit web site (<http://cpol.army.mil/employ/jobkit>) and follow instructions provided.

Self-nomination must be submitted by the closing date.

APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER):

To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, and click on ANSWER.

Point of Contact:

Central Resume Processing Center, 410-306-0137, applicanthelp@cpsrxtp.belvoir.army.mil

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.